



## EMPLOYEE SEPARATION CHECKLIST

(To be completed by the Supervisor)

Employee: \_\_\_\_\_ Department/Division: \_\_\_\_\_

- |   |                                  |                                 |
|---|----------------------------------|---------------------------------|
| 1. If resigning or retiring, have employee complete "Voluntary Resignation Notice" form (available from Human Resources and on Internet). Employee may choose to attach a resignation letter.   | <input type="checkbox"/>         | Completed                       |
|   | <input type="checkbox"/>         | N/A                             |
| 2. Complete Personnel Action Request (PAR) form and obtain appropriate management signatures. <b>Note: If the employee is being terminated or has resigned in lieu of termination, expedite this step and notify Human Resources Administration at ext. 8828 ASAP. The City has a legal obligation to issue the final paycheck within 3 business days of termination.</b> | <input type="checkbox"/>         | Completed                       |
|   | <input type="checkbox"/>         | N/A                             |
| 3. Send copies of the completed Voluntary Resignation Notice (with resignation letter and PAR form) to Human Resources. If an employee is being terminated, notify ITD immediately to disable computer passwords and access.  | <input type="checkbox"/>         | Completed                       |
|   | <input type="checkbox"/>         | N/A                             |
| 4. Collect all City equipment from employee by last day of work. Examples include:  |                                  |                                 |
| <input type="radio"/> Procurement/Credit Card(s)  | <input type="radio"/> Gas Card   | <input type="radio"/> ID Card   |
| <input type="radio"/> Laptop Computer   | <input type="radio"/> Cell Phone | <input type="radio"/> (destroy) |
| <input type="radio"/> Access Card   | <input type="radio"/> Pager      | <input type="radio"/> Hard Hat  |
| <input type="radio"/> Parking Permit (hanger)   | <input type="radio"/> Radio(s)   | <input type="radio"/> Tools     |
| <input type="radio"/> Weapons/Magazines   | <input type="radio"/> Key(s)     | <input type="radio"/> Other     |
|   | <input type="checkbox"/>         | Complete                        |
|   | <input type="checkbox"/>         | N/A                             |
| 5. If employee had a procurement card, notify Financial Services Department/Purchasing Division at Ext. 8405 of employee's separation.  | <input type="checkbox"/>         | Complete                        |
|   | <input type="checkbox"/>         | N/A                             |
| 6. Notify Facility Maintenance to deactivate access card. DO NOT give the card to another employee.   | <input type="checkbox"/>         | Complete                        |
|   | <input type="checkbox"/>         | N/A                             |
| 7. Have employee call Human Resources at Ext. 8828 to make arrangements for final paycheck.   | <input type="checkbox"/>         | Complete                        |
|   | <input type="checkbox"/>         | N/A                             |
| 8. Contact the Financial Services Department/Accounting Division at Ext. 8506 to process outstanding travel forms.  | <input type="checkbox"/>         | Complete                        |
|   | <input type="checkbox"/>         | N/A                             |
| 9. Cancel future attendance in training classes, seminars or meetings as appropriate.   | <input type="checkbox"/>         | Complete                        |
|   | <input type="checkbox"/>         | N/A                             |
| 10. Remove employee's name from Department Routing Lists.   | <input type="checkbox"/>         | Complete                        |
|   | <input type="checkbox"/>         | N/A                             |
| 1. Ensure outstanding Petty Cash Vouchers, Procurement Card Receipts, and Travel Requisitions have been received.   | <input type="checkbox"/>         | Complete                        |
|   | <input type="checkbox"/>         | N/A                             |
| 2. Advise employee to contact the Arizona State Retirement System (ASRS) @ 602/240-2000 or Public Safety Personnel Retirement System (PSPRS) for public safety employees @ 602/255-5575 for account distribution.   | <input type="checkbox"/>         | Complete                        |
|   | <input type="checkbox"/>         | N/A                             |
| 13. Other: _____  | <input type="checkbox"/>         | Complete                        |
|   | <input type="checkbox"/>         | N/A                             |

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

